



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 29, 2014

Deanna Ferguson  
4013 76<sup>th</sup> St.  
Urbandale, IA 50322

Dear Child Care Provider,

This letter is in regards to the October 28, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

***Provider indicates they need to replace supplies in the first-aid kit.***

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***Provider has agreed to install additional smoke detectors and bedrooms used for children's nap areas.***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Provider reports that she is working on QRS status and is currently enrolled in trainings. Provider should add updated training certificates and documents to a personal provider file.***

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

***Providers household member serves as a substitute. Provider substitute will need an individual file containing items listed below.***

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

***Provider substitute will be obtaining a current physical document which will be kept on file. Provider is advised that the new physical forms on pages 33 and 34 of the packet provided should be used. This document is good for a three-year period.***

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

***Provider was advised that this course can be taken online.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Provider indicated that she will be getting this form from the parent over the weekend for H. B.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***I, J,N and, B's parents will be providing.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***I's parents will be obtaining. Provider can offer to parent page 4 of the packet to get signed by a physician. This document should be updated on an annual basis.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: December 15, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income

Page 4

tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).